

STATE MAIL

DISTRIBUTION SERVICES

*Quarterly
Newsletter*

FY09 Period 3

Last Mail User's Forum Recap: "Mail and Print Design Workshop."

January's Mail User's Forum had some great information for those who attended. We were privileged to have representatives from Print Services, State Copy Center and the US Postal Service. It was very informative to learn some of the ways to save money on the print side of mailings. Several suggestions came out during the workshop including the following:

- Tape binding is free on the State's contract (PD1883). Tape binding is an alternative to coil or comb binding.
- Instead of using colored pages to separate different sections of a booklet, colored tabs can be used. The cost of the tabs is less than the colored paper and the print job will process faster.
- Print jobs that have to be cut down to unusual sizes increase the cost of the job and the time necessary to process the job.

Micky Curtis, our US Postal Rep, informed us of the option to comment on pending postal regulations. These proposals can be found and commented on through the US Postal Service's website (www.usps.com).

Next Quarter's Mail User's Forum: "Suspicious Packages and Mail Center Security."

In March specific training on identifying suspicious mail pieces will be given as well as proper security measures for mail centers. State Mail has invited local representatives from the United States Postal Inspectors. The local Postal Inspectors will train us on best practices and will be able to answer our questions. These Inspectors were some of the authorities who responded to the recent packages that shut down the Governor's office, Draper National Guard and Camp Williams.

As in the past a Powerpoint presentation will be prepared so that it can be posted on State Mail's website, but this is a unique opportunity to speak with the US Postal Inspectors. We hope to see you all there.

Mail preparation tip:

For printing consultation and cost estimation contact Justin Wilson, Site Lead for the State Copy Center, at 801-538-8631.

Next Mail User's Forum:

March 24, 2009 2 p.m.—3 p.m.
State Library Auditorium
250 North 1950 West Ste. A
Salt Lake City, Utah